

Record 4 DDP
~~Report 2~~

30 December 1955

MEMORANDUM FOR: Chief, NI

SUBJECT: FO Monthly Report for December 1955

1. Cards forwarded to Main Index as result of Projects: 9,650

2. Total Projects 248

Opened this month 4
Opened prior months 45
Total Open Projects.....49

Closed this month 11
Closed prior months 188
Total Closed projects.....199

3. Records Management

a. Records Management to NI/NI

<u>Division or Staff</u>	<u>Items</u>	<u>Amount in Qtr. Ft.</u>	
DOP	1	9.0	
PFC	1	.1	
OM	1	.4	
FP	1	.2	
IO	13	6.7	
EE	17	11.9	
FE	3	10.4	
MEA	2	3.6	
RE	2	.2	
ER	1	5.0	
WE	1	3.9	
UN	11	59.10	
Total	62	110.4	110.4

b. "Day" Cuban Communist Newspapers - 1938-1950

b. Records Retired to RI/VI

<u>Division or Staff</u>	<u>Items</u>	<u>Amount in Cu. Ft.</u>	
FP	1	.2	
KE	15	4.2	
FE	4	2.9	
NEA	1	1.0	
SE	4	.7	
SR	2	2.3	
WE	49	12.2	
WH	3	.3	
Total	78	23.8	23.8

c. Records Retired to CIA Library

<u>Division or Staff</u>	<u>Items</u>	<u>Amount in Cu. Ft.</u>	
FP	1	.5	
Total	1	.5	.5

d. Records Destroyed (Non-Record Material)

<u>Division or Staff</u>	<u>Items</u>	<u>Amount in Cu. Ft.</u>	
NEA	1	.8	
WE	4	2.0	
RI	5	23.5	
Total	10	26.3	26.3
Total Records Retired and Destroyed			<u>161.0</u>

e. Vital Documents

Packages IN.....66
Packages OUT.....33

Microfilm Reels IN.....78
Microfilm Reels OUT.....1

4. Filing Equipment and Forms Control

a. Filing Equipment Approved

Four drawer legal size safe.....5
Four drawer legal size file cabinet.....1

b. Forms Approved.....1

5. CI Staff survey completed.

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RI/FO